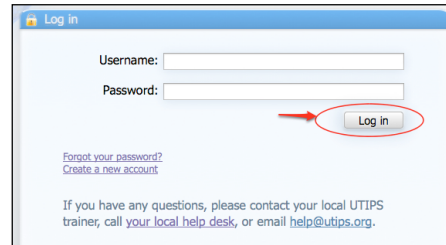


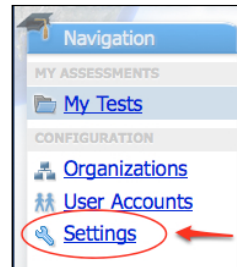
CHANGE PASSWORDS

Log into your **UTIPS** account.



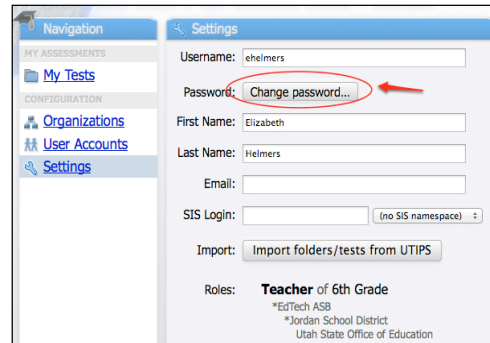
The screenshot shows the UTIPS login interface. It has a title bar that says "Log in". Below it are two input fields: "Username:" and "Password:". To the right of the password field is a "Log in" button, which is circled in red with an arrow pointing to it. Below the input fields are two links: "Forgot your password?" and "Create a new account". At the bottom, there is a paragraph of text: "If you have any questions, please contact your local UTIPS trainer, call your local help desk, or email [help@utips.org](\"mailto:help@utips.org\")."

In the Navigation pane, select **Settings**



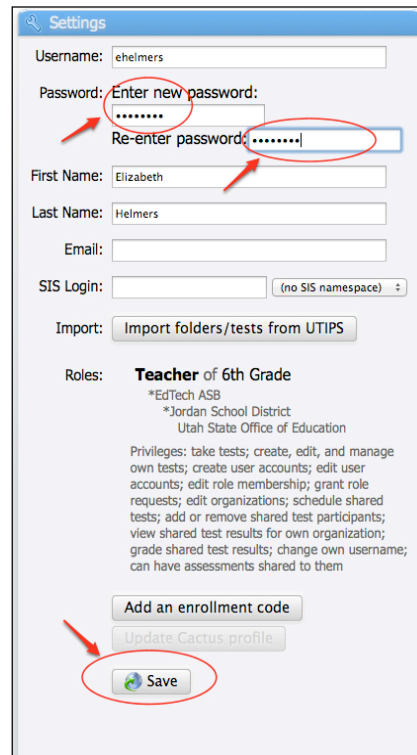
The screenshot shows the "Navigation" pane on the left side of the application. It has a title bar that says "Navigation". Below it are two sections: "MY ASSESSMENTS" and "CONFIGURATION". Under "MY ASSESSMENTS" is a link "My Tests". Under "CONFIGURATION" are three links: "Organizations", "User Accounts", and "Settings". The "Settings" link is circled in red with an arrow pointing to it.

The Setting window opens.
Select **Change Password**



The screenshot shows the "Settings" window. It has a title bar that says "Settings". On the left is a "Navigation" pane with links "My Tests", "Organizations", "User Accounts", and "Settings". The "Settings" link is selected. The main area of the window contains several input fields: "Username:" (with value "ehelmers"), "Password:" (with a "Change password..." button circled in red with an arrow), "First Name:" (with value "Elizabeth"), "Last Name:" (with value "Helmers"), "Email:", "SIS Login:" (with a dropdown menu showing "(no SIS namespace)"), "Import:" (with a button "Import folders/tests from UTIPS"), and "Roles:" (with value "Teacher of 6th Grade" and subtext "*EdTech ASB", "*Jordan School District", "Utah State Office of Education").

- Enter new password
- Re-enter new password
- Click **Save**



The screenshot shows the "Settings" window with the "Change password..." button clicked. The "Password:" field now contains "Enter new password:" and the "Re-enter password:" field contains ".....". Both fields are circled in red with arrows pointing to them. The "First Name:" field contains "Elizabeth" and the "Last Name:" field contains "Helmers". The "Email:" field is empty. The "SIS Login:" field has a dropdown menu showing "(no SIS namespace)". The "Import:" button is "Import folders/tests from UTIPS". The "Roles:" section shows "Teacher of 6th Grade" with subtext "*EdTech ASB", "*Jordan School District", "Utah State Office of Education". Below this is a list of "Privileges: take tests; create, edit, and manage own tests; create user accounts; edit user accounts; edit role membership; grant role requests; edit organizations; schedule shared tests; add or remove shared test participants; view shared test results for own organization; grade shared test results; change own username; can have assessments shared to them". At the bottom are three buttons: "Add an enrollment code", "Update Cactus profile", and "Save". The "Save" button is circled in red with an arrow pointing to it.

CHANGE PASSWORDS